Hedgehope School

Reaching for Greatness • Whaia te iti Kahurangi

Dear Applicant,

Thank you for your interest in a teaching position at Hedgehope School.

Further information about our school can be found on our school website. We are a small, rural Year 1–8 school located in Southland, approximately 20 minutes from Invercargill and 15 minutes from Winton.

Hedgehope School is a vibrant and progressive rural school with a strong sense of community. We pride ourselves on providing engaging learning opportunities for our students both inside and outside the classroom. Our school is a Green-Gold Enviroschool, with opportunities for students to be involved in our orchard, nursery, chickens, outdoor spaces and ongoing conservation work in Sherwood Forest.

The successful candidate will lead learning within a Year 6-8 classroom with a focus on mathematical interventions and extension. More information can be found below.

The application pack consists of:

- Job Description
- Application Form
- Important Notes for Applicants

Should you require any further information or would like to visit the school, please contact the school office on 03 248 7712 or email principal@hedgehope.school.nz.

Proposed Timeline for Appointment

Position advertised: Education Gazette- 18th November
Applications close: 27th November
Shortlisting/interviews: Week of 30th November
Appointment made: 4th December
Position commences: Monday 1st February

Your application should include:

- A covering letter outlining your suitability for the position
- A concise curriculum vitae
- A completed application form with three referees

Please email applications to Daniel Withington, Principal, at principal@hedgehope.school.nz by **27th November 2026, 5pm**. Electronic applications only, please.

We look forward to receiving your application and learning more about what you could bring to our school community.

Kind regards,

Daniel Withington
Principal
Hedgehope School

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Key Responsibilities and Job Description

Teaching and Learning

- Plan and deliver engaging, purposeful learning programmes aligned with the New Zealand Curriculum and current curriculum requirements.
- Provide high-quality teaching across all curriculum areas
- Use assessment information to identify student needs, monitor progress and adapt teaching accordingly.
- Implement evidence-informed approaches to literacy and mathematics, including the school's structured literacy and structured mathematics approaches.
- Differentiate learning to meet a range of abilities, needs and learning styles.
- Develop student agency, independence, resilience and a love of learning.
- Provide extension and additional support where required.

Assessment and Reporting

- Maintain accurate records of student achievement and progress.
- Use school assessment systems and tools to inform teaching and learning.
- Contribute to the school's twice-yearly reporting process.
- Communicate student progress, strengths and next steps effectively with students and whānau.
- Participate in moderation and collaborative assessment practices.

Student Wellbeing and Behaviour

- Establish a safe, inclusive and positive classroom environment.
- Build respectful and trusting relationships with students.
- Implement the school's REACH values and behaviour management approaches consistently..
- Work collaboratively with colleagues, families and external agencies where appropriate to support student wellbeing and learning.

EOTC and Wider School Life

- Actively participate in the wider life of Hedgehope School.
- Contribute to EOTC, camps, sporting events, environmental projects and school activities.
- Support opportunities for students to learn beyond the classroom.
- Participate in school initiatives including Sherwood Forest conservation and predator-control projects.
- Contribute to school events, productions, REACH activities and community events.
- Support and participate in school camps and other overnight experiences as required.

Professional Responsibilities

- Work collaboratively as part of a small and supportive teaching team.
- Contribute positively to staff culture and professional discussions.
- Participate in professional development and ongoing teacher inquiry.

- Maintain professional standards and meet the requirements of the Teaching Council of Aotearoa New Zealand.
- Maintain appropriate communication with parents, caregivers and whānau.
- Uphold school policies, procedures and health and safety requirements.
- Contribute to school planning, curriculum development and strategic priorities.

Maths Project

- Deliver effective classroom teaching and differentiated learning programmes.
- Analyse assessment data to identify learning gaps and accelerate student progress.
- Embed the school's structured mathematics approach, including Mrs Priestley ICT Maths.
- Collaborate with teachers to strengthen explicit mathematics instruction and consistent classroom practice.
- Monitor student achievement and evaluate the impact of teaching interventions.
- Strong mathematics teaching and curriculum knowledge.
- Understanding of structured numeracy, explicit instruction and the science of learning.
- Ability to use assessment data to inform teaching and accelerate progress.
- Strong collaboration skills and the ability to differentiate within composite classrooms.

Key Outcome: Improved mathematics achievement and sustainable, consistent structured numeracy practices across the school.

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APPLICATION FOR EMPLOYMENT:

Important Notes for Applicants

Thank you for applying for a teaching position with our school.

Please ensure you have a copy of the position (job) description before completing this application and read the following notes:

1. You need to fill out this form yourself.

2. First, read it through, then answer all questions and make sure you sign and date where indicated on the last page.

3. Attach a current curriculum vitae (CV) containing any additional information, if necessary.

4. Copies only of qualification certificates should be attached. If successful in your application you will be required to provide the originals as proof of qualifications.

5. If you are selected for an interview you may bring whānau/support people at your own expense. Please advise if this is your intention.

6. Failure to complete this application and answer all questions truthfully may result in any offer of employment being withdrawn or appointment being terminated, if any information is later found to be false.

7. All applicants are required to give consent to a Police vet: a) You cannot be employed as a children's worker if you have been convicted of a specified offence listed in Schedule 2 of the Children's Act 2014 (unless you have obtained an exemption). The Criminal Records (Clean Slate) Act 2004 will not apply to these specified offences and these offences will be included in your Police vetting results. b) The Clean Slate Act provides certain convictions do not have to be disclosed providing: • you have not committed any further offence within 7 consecutive years of being sentenced • you did not serve a custodial sentence1 at any time • the offence was neither a specified offence under the Clean Slate Act 2004 nor a specified offence under the Children's Act 2014 • you have paid any fines or costs Please note that you are not obliged to disclose convictions if you meet the above conditions but can do so if you wish. If you are uncertain as to whether you are eligible contact the Ministry of Justice.

8. Shortlisted applicants being interviewed will need to provide originals of both a primary identity document (e.g., passport) and a secondary identity document (e.g., New Zealand driver licence). A Custodial sentence means a sentence of imprisonment and includes corrective training, preventive detention, a sentence of imprisonment served by home detention, borstal training, detention centre training and any other sentence that requires the full-time detention of an individual. Non-custodial sentence includes, but is not limited to, a community-based sentence, a sentence of home detention, a sentence of a fine or reparation, a suspended sentence of imprisonment, and a specified order. list of acceptable primary and secondary documents is

available in the last sections of the Children's (Requirements for Safety Checks of Children's Workers) Regulations 2015.

9. For the successful candidate, this document will be held on their personal file, otherwise, the information provided will be securely destroyed after 30 days. You may access it in accordance with the provisions of the Privacy Act 2020.

10. The information you provide may be disclosed to GovHub School Board Services (the service delivery arm of Te Whakarōpūtanga Kaitiaki Kura o Aotearoa – NZ School Boards Association) for the purposes of seeking advice related to this recruitment process. This information will be handled in accordance with their privacy statement.